

**Arizona Department of Education
Health & Nutrition Services
Family Child Care Homes Advisory Council**

Tuesday, January 29, 2008

9:00 a.m. to 12:00 p.m.

Minutes

Kenny Barnes – Family Child Care Homes (FCCH) Advisory Council Committee Chair, called the meeting to order at 9:05 a.m.

Advisory Council Attendees:

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| Deanna Barrowdale | Mid-State Child Care & Nutrition |
| Lori Mendoza | Association for Supportive Child Care |
| Phyllis Montgomery | Child & Adult Community Resources |
| Cathleen Moore | Food for Children |
| Kenny Barnes | Arizona Department of Education |

Other Attendees:

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| Anna Burke | Child & Family Resources, Inc. |
| Katie O'Neill | BJ Enterprises |
| Cathleen Reagan | Az Association of Family Day Care Providers |
| Bea Sandoval | Border Community Child Care Resource Center |

Public Participation Request forms to Advisory Council Chair.

Welcome and Introductions:

Okay let's go ahead and get started, I want to welcome you all to the first meeting of 2008. I hope everyone had a very good holiday and that Santa Claus was very good to everybody. Again, I'd like to welcome all of you – it looks like we have a full agenda so let's go ahead and jump right to it. First of all, let me state right now that from here on out for the purposes of recording minutes the minutes from here on out will be recorded. All right, this way there can be no misinterpretation and there can't be anything that we missed. So what Teresa will do is still take minutes and if she missed something she has the opportunity to go back and pull the tape.

Okay, so - first item on the agenda is Meeting Minutes. I'll go ahead and pass this over to Cathleen Moore.

- Last call for 'Public Participation Request to Address' forms.

Review Minutes from Previous Meeting:

- I made some corrections to the July Minutes at the October minutes (our last one) and I don't see where they have been noted other than I made corrections. (C. Moore)
- What we can do is take those changes and incorporate those to the July meeting minutes so whatever was missed we'll get those incorporated and send them back out to everybody. I want to apologize for getting the Minutes out to everybody so late, it's been crazy around the office, not to mention that I've had some personal things going on but from here on out meeting minutes will be sent in a more timely manner as opposed to waiting 1-2 months. If you still have anything in writing as far as your corrections, get that to me in writing. Excellent, do you want a copy of that, thanks - now these are correction to the July meeting, okay – any corrections that you have from the October meeting. (K. Barnes)

- The one thing that I would like to see in the Minutes even though the Transition Schedule is moot at this point. On the Minutes Page 3 – I had asked a question about the 18-months, would that be 18-months from the notice and you said, “No, that would be 18-months from the date the Transition Schedule went into effect, and that wasn’t noted in here. That was the main thing that I wanted in the Minutes. (C. Moore)
- Right, okay. (K. Barnes)
- It is my recollection on my notes is that the 18-months was not even in effect is that right – is that not true? We aren’t going into a Transition? (P. Montgomery)
- No, she asked about the 18-months and when they would take effect – that issue was left out of the October minutes, that’s all and we all know it is a moot point now. (K. Barnes)
- Are there any other issues from the last meeting that were left out of the minutes that anybody wants to bring up at this time? (K. Barnes)
- Something that was left out of the last agenda – regarding the minute meal menus. (?)
- I had wanted to suggest that meeting minutes be recorded – Teresa won’t have to do all that writing. Request minutes be emailed to members of council so that nothing is left off; however, I don’t want to make this too complicated. (L. Mendoza)
- Well no, it’s not making it too complicated - Now that the minutes are being recorded it leaves very little room for error. If that is what you would all like to do, I don’t have a problem with that – rotate to members of council to review minutes, okay by me. (K. Barnes)
- Just so that everybody knows, we won’t be putting numerous meetings on 1-tape. Each tape will be dedicated to one meeting only so in the event that there is any questions. We can go back to that tape and go over the information to make sure nobody was misquoted and there wasn’t any misinterpretation on Teresa or my part. (K. Barnes)
- Can we send all advisory people a copy to review in case there is error and when I have other issues, because if more of us look at them before final publication of minutes. (P. Montgomery)
- How do the other Council Members feel about that? (K. Barnes)
- Fine - No need to fix something that isn’t broken – bringing correction to next meeting is okay. (D. Barrowdale)
- Well, I think because Arizona Revised Statutes that we operate under does state that Minutes must be published within 3-days. Bringing corrections to next meeting is okay. (C. Moore)
- This is what we will do – We will have the Minutes from this meeting distributed and posted by close of business Friday, February 1st. Upon your review, any kind of corrections that you feel need to be made, any misquotes, comments of any relevance that you feel were left off – please bring your corrections to next meeting or email them to me. That right there, I’ll leave that to each individual person. (K. Barnes)
- Any more comments or issues pertaining to the minutes, how they are being taken or how we are going to review them – anything along those lines? (K. Barnes)
- Advisory Council had ‘no’ other comments – Okay, let’s move on. (K. Barnes)

Provider Home Visits:

- Next item on the Agenda is – Provider Home Visits. It’s a topic that we in the office have been mulling around. This is nothing that is actually in ‘Federal Regulations’ – However, what we are going to start doing, everybody knows that when we do an Administrative Review we are required to do a certain number of monitor home visits. A lot of times when we go on those monitoring visits, sometimes we go up to a house that is up for review they will be On-point, everything is in order. When we go into a house that just had a review or

monitoring visit, you'll find that they aren't doing things that they are getting paid to do - such as, sign-in sheets, menu prep. (K. Barnes)

- So, what we are going to do as Specialists – we are going to start doing periodic home visits on Providers. The purpose for this is to ensure that Providers are doing what they are supposed to be doing.
 - I just recently did a number of home visits in Tucson and out of the 10, that I did there was 7 that did not have sign-in sheets or menus prepared. These are all providers that just had a review in the last 6-8 weeks. (K. Barnes)
 - Since I've been doing this job, I've come to a conclusion, and it's been proven that when people know you are coming by, they have parent sign the sign-in sheets, they are going to have menus prepared. When I pop by a house where they are not expecting you that is what I find.
 - One or two from each Sponsoring Organization. I will need to get with you to know who to hit.
 - I'm looking at enrollment, sign-in, and menus to check what they need to do on a day-to-day basis.
 - Kenny to get with sponsor if Provider is Spanish speaking. We may call sponsor to ask for a monitor to go with us
- We don't mind the home visits – however, it defeats our training. I don't see why ____ one of our unannounced. This is going to give our Provider that the Gestapo is reviewing. We want to keep good rapport with our Providers. (P. Montgomery)
- Unannounced visits – you tell them one thing and we tell them another.
 - Why not use the 'user friendly' approach.
 - Intimidation – many providers do not read or write
 - We want to better their lives as well as the children's
- Gestapo – is not our intent, I can go out with a monitor and they will still feel intimidated. Anytime they see someone different they feel intimidated. (K. Barnes)
- Not all felt intimidated – whether they had their stuff or not.
 - Intimidated because of low literacy – I don't have problem with calling Sponsoring organization.
- That's what should be done – on behalf of my 'Provider', they are intimidated. When you call to Review we don't know who you are going to visit. (P. Montgomery)
- We want to keep a 'user friendly' approach and use a caseworker.
 - Give us the opportunity to go with you is the least you can do.
 - Write-ups okay – We would do that to. I need to see it too.
- I don't have a problem with you or monitor going out with me, because not only do Provider's tell other providers – I had Monitors that actually told their providers. If they are getting paid then why not review. (K. Barnes)
- Intimidation – Many providers have 5-6 children and no one else to help them. If they have that stuff – Important to us as Sponsors. (P. Montgomery)
- We want to be present during your visit
 - You be fair enough
 - Give them that choice – Include us

- We can swing by unannounced and we can go back and forth all day – Low literacy – if I know of (K. Barnes)
 - Sign-in Sheets
 - Menus
 - Enrollment
 - I can't see intimidation factor – we are in this to work together it's not a full-blown review and the Provider does not have the information. Crying shame that they don't have information when they are receiving a check for service.
- We don't want to target these people – Low literacy – We want consideration for our Providers. (P. Montgomery)
 - We are working with you
 - My case workers never tell us – why break something that isn't broken
 - Why intimidate our Providers
 - Not about having last word, I don't want to argue every time because it doesn't go your way, Kenny.
- When is the effective date? (L. Mendoza)
- No time soon. When we actually put this into effect, we can notify Providers. (K. Barnes)
- The Provider wants to see a familiar face when there is a review and we try to put a friendly face. We like to alert Providers as per agreement – we all work hard to make Providers accountable. Is there a certain Provider or is there a trend or pattern? (L. Mendoza)
- Reviews 4-8 weeks – Recent visits and over time in the last four years. (K. Barnes)
 - Do you folks go out to do monitoring visits like I do?
 - In order to ensure that everyone is doing what they are supposed to do on a daily basis.
- I agree. Phyllis and Lori have made some very good points. If you call me at 8:00 am same day – No. If you call prior day then it would be okay. (C. Moore)
 - I'm concerned about the accuracy of your database and if
 - What meals and times would be difficult to do program wide
- Meals have been perfect my concern is the lack of paperwork. (K. Barnes)
- Provider may do Pick-up/ Drop-off and no meals. (P. Montgomery)
- Any other comments on this issue? (K. Barnes)

Management Plan Revision Update:

- A copy of the Management Plan was distributed and you were asked to make changes or revisions and no one has given me any – should I assume that there are no changes? (K. Barnes)
- I have given comments in the course of the meetings. (C. Moore)
- I wanted to see specific changes. (K. Barnes)
- We want a fluid document and change only what needs changing – omit redundancy in multi parts of the document. What does the State want to change? Have less attachments – incorporate them into the document.
- We want to make the document less cumbersome for the sponsor to use. What would make it more workable and make less it frustrating for the sponsor? (K. Barnes)
- Please send or email me a copy of your suggestions. (K. Barnes)
- Copy to Kenny of her request for changes. (C. Moore)
- None. (D. Barrowdale)
- I'll look thru the Management Plan – when do you need the comments? (P. Montgomery)

- Email them to me or bring to next meeting. (K. Barnes)

CACFP Conference:

- I'm waiting for Conference agenda items to share with you. I will email them to you so that you can arrange your schedules. Include link for Conference Information. (K. Barnes)

DPS Fingerprint Clearance:

- Reminder of notices on fingerprint clearances – Teresa will discuss with you. (K. Barnes)
- The Notice of Suspension or Denial of fingerprint clearances sent to the Sponsor need a return confirmation. The Sponsor has a paper copy of notification and ADE has the Receipt Confirmation from the Sponsor to closeout the Notice by placing it in the Provider file. (T.McCormack)
 - I will be resending the two notices that I have not received confirmation on.

Enrollment Forms and Provider Applications:

- At our last CACFP staff meeting, we decided to instead of continuing to do these forms every year – to do every other year unless there are changes to the address or personal information. Policy on this will come out and you will have your 10-Day Response for comments. (K.Barnes)
- That is a good thing – many of my Providers keep same children from 2yr to high school. (P. Montgomery)
- I agree. (L. Mendoza)
- Okay – less paperwork. (D. Barrowdale)
- Yes, and I suggested this two years ago. (C. Moore)

Public Participation:

- Cathleen Moore from Food For Children, Advisory Council Member:
 - Suggested Public Participation after each agenda item.
- Lori Mendoza from Association for Supportive Child Care, Advisory Council Member:
 - This is done at our Sponsor network meeting and was suggested that it would provide for – more timely feedback; that other membership could participate; school meetings are held that way
 - This is work but sometimes we need to follow-up as other Sponsors may be impacted, for example: Fire inspections and Advances.
- There are pros and cons to both. (K. Barnes)
- Fine to have Public Participation at the end. (D. Barrowdale)
- Fine as long as we address suggestions. (P. Montgomery)
- We will try to address all comments in some way, shape or form. I will pick up Public Participation Requests and comments before meeting start. Sponsor has 3-Minutes to Address the Advisory Council and add other topics or issues within that time. (K. Barnes)
- **Everyone has a way to contact me – opportunity to go ahead and read any now. If you didn't get the opportunity at the meeting.**
- I'll never dismiss any items that you feel are pertinent with CACFP or something you may want to do at your end for want CACFP to do at our end. There is ample opportunity to state your mind and what you feel. (K. Barnes.)

- Sponsor wouldn't know by agenda item until topic was discussed. (C. Moore)
- Same format but adding additional issues discussed during the meeting. (D. Barrowdale)
- Be very cognizant of your time and get as much of your comments in and not be cut off – any other comments. (K. Barnes)
- Katie O'Neill from BJ Enterprises Request to Address Advisory Council on the following:
 - Meeting minutes: Glad meetings will be recorded. First issue of corrections to meeting minutes on transition. State Stats 3-day open to public.
 - Provider home visits: Phyllis was very eloquent in her discussion of home visits.
 - Be respectful of providers. We want to bring them to compliance and getting fare out of \$\$
 - Tax code says cost of food is cost of reimbursement
 - All providers should follow the rules.
 - Management plan: Enrollment forms annually.
 - Public participation: What Cathleen and Lori brought up during meeting – School Board meetings are conducted this way and participation during discussion of subject at hand.
- Cathy Reagan from AZ Association of Family Day Care Providers Request to Address Advisory Council on the following:
 - Management plan: Don't change to terribly much – Less change the better. If there are changes, please be specific about direction during Renewal Training.
 - Public participation: I agree with recommendation – if okay with ADE.
 - Provider home visits: Wants to know plan – give education piece to Provider.
 - Last 4-years there has been extra paperwork
 - Include education piece
 - What happens if Provider doesn't let you in?
 - Meals okay
 - Need more education on paperwork
 - Provider had home invasion – reluctant to let anyone in. Give us 24-hour notice to go see Provider with you and/or recommend Provider.
- Training: I would like to state that I've told everyone – To please let us know of any improvements to make at Renewal. If there is a way to get information across, please let us know of your suggestions. If it's something, we are not doing – Let us know. (K. Barnes)
- Providers: If I find anything wrong, it will be noted – we can definitely make an effort to let you know what our intentions are. There is more to this program than serving meals – all requirements have to be met. Our goal is to assure CACFP paperwork is done. It is not a training issue when the sponsor has been on the program 5-6 years. (K. Barnes)
- We are working together when: (K. Barnes)
 - When Providers serve incredible meals – That's a reflection on the Sponsoring Organization.
 - When we review Sponsoring Organization and all is correct – That's a reflection on ADE.
 - When ADE is reviewed and all is correct – That's a reflection on USDA.

CACFP FCCH Meeting – Continued
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- It is a joint effort on all of our behalf.
- My earlier discussion with Phyllis Montgomery on Provider home visits. We agree or disagree – but as long as we understand the common goal – we will work cohesively. (K.Barnes)
 - As long as everyone is on the same page and we understand the common goal, I think we are going to be all right.

Closing Remarks:

- Budget training suggested on next agenda – not exactly accurate. (C. Moore)
- Participation on CACFP program – Law – Cannot contract with Non-citizen Provider. (D.Barrowdale)
- Per USDA FY2007 – Proof of citizenship not required. (C. Moore)
- Kenny Barnes to research State Law and send Sponsors information when he emails minutes.
- Enrollment forms every two years. Follow up – Will there be a Policy out on that. (L.Mendoza)
- Provider home visits _____ if sponsor can be notified and monitor can accompany ADE. Gives the Provider comfort and sends message that it is an important issue. (L. Mendoza)
- I agree with Lori – We try to work together on this Policy in joint with Sponsor and Self. (P.Montgomery)
- Management plan – any new changes include with Renewal. (P. Montgomery)
- I apologize, Kenny you know how to push my buttons – but after the meeting we can still dance. (P. Montgomery)
- Phyllis I have great respect for you and that goes without saying. We both have the good of the Provider and the Children in mind. We both have our jabs and we clown around but we are good. (K. Barnes)
- Requirements for CACFP Participation – Executive Order 2005-30 (K. Barnes)

Meeting concluded at approximately **11:00 a.m.**

Next Advisory Council Meeting: JAN 29, 2008 - 9:00AM–12:00PM in Conference Room 107